



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

5-77041A

OFFICE OF THE DIRECTOR

JUL 23 1954

The Honorable Edward F. Manouse
Administrator
General Services Administration
Washington 25, D. C.

Dear Mr. Manouse:

This is to acknowledge your letter of 9 July 1954 concerning the fall campaign of the Community Chest Federation.

I regret that security considerations preclude our furnishing Mr. Gilks information concerning the number of our employees and the total annual base salaries. In the past, however, we have been able to make satisfactory reporting arrangements with Mr. Gilks, and I am sure we can reach a satisfactory agreement with him again this year.

You may be assured that the Central Intelligence Agency will contribute in any way possible toward carrying on an effective and successful campaign.

Sincerely,

SIGNED

Allen W. Dulles
Director

STAT OP:ESD: [] :ku(22 July 1954) Originator: [] STAT

Acting Chief/ESD

Distribution:

0 & 1 - Addressee

- DCI

2 - DAD/P

1 - Reading file - SB

1 - Community Chest file - SB

Concur: []

Deputy Assistant Director
for Personnel

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GENERAL SERVICES ADMINISTRATION
WASHINGTON

ER 5-7704
OFFICE OF THE ADMINISTRATOR

July 9, 1954

Dear Mr. Dulles:

Plans are now being undertaken for the fall campaign for Red Feather agencies of the Community Chests in the National Capital Area. A first step is the development by the Quota Committee of equitable unit goals for all departments and agencies.

Therefore, will you cooperate by furnishing the following information, as soon as possible, to Mr. William G. Gilks, Manager of the Government Unit, Room G 133, GSA Building:

1. The number of your employees as shown by your latest payroll period. This information should include field employees stationed in the National Capital Area. Field, seasonal employees and employees having their offices away from the National Capital Area should be EXCLUDED.
2. Total of the annual base salaries of employees covered by "1".
3. Should you anticipate any substantial change in the number of your employees or the amount of your payroll by October, please furnish the best estimate for both "1" and "2" projected to the first payroll in October.

Mr. Gilks and his staff will be available to assist with any details of the campaign, and you can be assured of his whole-hearted cooperation.

Cordially yours,

E F Mansure

Edmund F. Mansure

Honorable Allen W. Dulles
Director of Central Intelligence
Central Intelligence Agency
Washington 25, D.C.

UNCLASSIFIED

CONFIDENTIAL

SECRET

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across ~~SECRET~~ and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Acting AD/P

STAT TO

ROOM NO.

DATE

REC'D FWD'D

NO.

DATE

22 JUL 1954

COMMENTS

Be usual letter from
Community Chest and
usual reply

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